

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

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**JOB TITLE** Health and Environmental Investigator II

**JOB CLASSIFICATION** Health and Environmental Investigator II

**DOT TITLE** Inspector, Sanitary

**DOT NUMBER** 168.267-042

**DEPARTMENT** Public Health, Seattle-King County

**DIVISION** Environmental Health

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 58

**CONTACT'S NAME & TITLE** Dan Moran

**CONTACT'S PHONE** 206-296-9798

**ADDRESS OF WORKSITE**

10808 NE 145<sup>th</sup> Street  
Bothell, WA 98011

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 8/30/05

**VRC NAME** Jeff Casem

**DATE REVISED** 5/21/08

**WORK HOURS**

The employee has the option with supervisory approval, to work four ten-hour days, five eight-hour days or a nine-eighty work schedule option; with some rotating evenings and weekends. The employee also has a flex schedule with the core hours of business are between 6:30am and 6:00pm. Alternate work schedules are available upon request and supervisor approval.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion and are subject to the current Local 17 – Health Department approved agreement)  
Required on a rare occasion.

**JOB DESCRIPTION**

This position will primarily conduct routine inspections in the Food & Facilities Protection Program including permanent food establishments, temporary food events, and inspections of pools, schools and other facilities as required.

**ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS**

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.

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6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

The successful candidate must possess a Bachelor's degree in Environmental Science or equivalent. In order to successfully pass the one-year probationary period, the successful candidate must demonstrate satisfactory performance of the duties of the position AND possess or obtain a Registered Sanitarian certificate with either the Washington State Board of Registered Sanitarians (WSBRS, see <http://www.wsbrs.org>), or the National Environmental Health Association (NEHA, see <http://www.neha.org>). Upon successful completion of the one-year probation, the successful candidate will be reclassified as a Health & Environmental Investigator II.

Other qualifications include:

- Knowledge of public health principles, disease prevention principles, and environmental health regulations.
- Effective written and oral communication skills.
- Effective conflict resolution skills.
- Skill in maintaining accurate records, including entering results of investigations into computer databases.
- Skill in the use of basic MS Office programs (Outlook, Excel, Word).
- Excellent presentation skills including the ability to translate complex technical information to a variety of audiences.
- Skill in performing complex environmental health investigations.
- The selected candidate must pass a pre-employment medical examination and a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.

### **ESSENTIAL FUNCTIONS**

1. Provides education, technical assistance, and regulatory compliance advice to the food industry, the public and the media, translating technical and regulatory information to a variety of audiences.
2. Conducts routine inspections to ensure compliance with current Food & Facility Protection regulations.
3. Responds to complaints from the public. Performs food-borne illness investigations.
4. Updates and uses computerized data management systems.
5. Maintains accurate field records, write reports, makes recommendations for follow-up actions based upon findings of investigations.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Protective eyewear and slip resistant shoes. There is also an emergency kit in the trunk of the County vehicle.

### **OTHER TOOLS & EQUIPMENT USED**

County vehicle, measuring equipment, files, clipboard, laptop, camera, cell phone, information packets, ray gun (to find temperatures), calculator, data loggers, maps/Thomas guide, thermocouples, Ph strips,

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sanitizer wipes, pool test kits, thermo sensitive tape, sampling kit, flashlight, alcohol swipes, computer, Microsoft Office software including Access, Envision database, fax machine, copy machine and telephone.

### **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

### **This job is classified as**

Light—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

### **Standing**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally on multiple surfaces that may include flat concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for up to 15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while conversing with property owners and co-workers as well as inspecting properties and writing up inspection reports.

Routinely, the employee conducts educational inspections which could include standing for up to 1 hour at a time and up to 3 hours total in a shift.

### **Walking**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally on multiple surfaces that may include flat concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for distances of up to ½ mile for up to 1 hour at a time and up to 3 hours total in a work shift. Walking most commonly occurs while performing facility walkthroughs.

### **Sitting**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously on an office chair or car seat for up to 2 hours at a time for up to 6 hours total in a work shift. Most commonly occurs while performing computer duties, completing paperwork and driving a County vehicle as well as when answering the telephone lines. The employee can alternate sitting and standing as needed when performing computer duties.

### **Climbing stairs**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 3 minutes at a time while climbing up to 3 flights for up to 20 minutes total in a work shift. Most commonly occurs while performing facility walkthroughs.

### **Climbing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on steep inclines to heights of 3 feet for 10 seconds at a time for up to 20 seconds total in a work shift. Most commonly occurs while traversing through food, pool and school facilities.

### **Balancing**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely to occasionally on multiple surfaces that may include gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for up to 30 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while performing facility walkthroughs which includes walking and standing while looking at various aspects of the facility including loading docks.

### **Bending neck up**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 30 seconds at a time for up to 1 hour total in a work shift. Most commonly occurs while performing inspection duties such as inspecting air vents. The employee also bends the neck up when looking for items on or in upper shelves/cabinets as well as when looking for signage and emergency equipment.

### **Bending neck down**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for up to 15-20 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while performing inspections duties such as looking at floors and floor drains as well as writing on a clipboard and reading labels on containers. The employee also bends the neck down when looking in refrigerators and obtaining samples.

### **Bending/Stooping**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on multiple surfaces that may include flat concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for up to 30 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs while taking pool samples, removing files from file cabinet, inserting paper in to copy machine, inspecting low areas in/around businesses, reading labels on containers and inspecting areas behind containers, under counters, in mechanical rooms, in refrigerators and in walk-in coolers. The employee might be able to reduce bending/stooping by alternating with crouching or kneeling.

### **Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on multiple surfaces that may include flat concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for up to 30 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs while taking pool samples, removing files from file cabinet, inserting paper in to copy machine, inspecting low areas in/around businesses, reading labels on containers and inspecting areas behind containers, under counters, in mechanical rooms, in refrigerators and in walk-in coolers. The employee might be able to reduce kneeling by alternating with crouching or bending/stooping.

### **Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Rarely on multiple surfaces that may include flat concrete, carpet, gravel, rocks, vegetation, dirt, mud, grass, substandard structures, and wet or frozen ground for up to 30 seconds at a time for up to 15 minutes total in a work shift. Most commonly occurs while taking pool samples, removing

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files from file cabinet, inserting paper in to copy machine, inspecting low areas in/around businesses, reading labels on containers and inspecting areas behind containers, under counters, in mechanical rooms, in refrigerators and in walk-in coolers. The employee might be able to reduce crouching by alternating with bending/stooping or kneeling.

**Operating Controls with Feet**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally to frequently for up to 2 hours at a time for up to 6 hours total in a work shift while driving a County vehicle to inspection sites within King County. On a rare occasion the employee may also operate foot controls on hand wash stations.

**Reaching above shoulder height**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely to occasionally for up to 5 seconds at a time for up to 1 minute total in a work shift while inspecting containers and moving containers in order to read the labels as well as when writing on a board for classes.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted\_\_\_\_\_

Frequently to Continuously for up to 1 hour at a time for up to 6 hours total in a work shift while performing computer duties, completing paperwork, inspecting facilities, writing on a clipboard and driving a County vehicle.

**Reaching at knee to waist height**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 1 minute at a time for up to 1 hour total in a work shift while inspecting containers, placing/removing objects on shelves, drawers and cabinets.

**Reaching at floor to knee height**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely for up to 30 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs while removing files from file cabinet, inserting paper in to copy machine, inspecting and sampling low areas of facilities, reading labels on containers and inspecting areas behind containers.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 15 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs with weights of 1-6 pounds while manipulating clipboards, maps, Thomas Guide, equipment bag/briefcase, sampling bottles, documents, reports and various hand tools.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely to occasionally for distances of up to 150 yards for up to 1 hour at a time for up to 4 hours total in a work shift. Most commonly occurs with weights of 1-9 pounds while carrying safety equipment, clipboard, test kits and/or a camera while performing facility walkthroughs.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely for up to 15 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs with weights of 13-16 pounds while loading and unloading an equipment bag and test kits from a County vehicle as well as manipulating containers and kitchen/pool equipment.

**Carrying 11-20 pounds**

Health Care Provider initials if restricted\_\_\_\_\_

Rarely for distances of up to 50 yards for up to 5 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs with weights of 13-16 pounds while transporting equipment and/or equipment bag to and from a County vehicle.

**Pushing and Pulling**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 20 seconds at a time with a force of up to 17 pounds for up to 5 minutes total in a work shift while opening and closing doors (both interior and exterior).

**Handling**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while manipulating containers and bottles to read the labels and sampling equipment as well as manipulating office supplies, flashlight, thermometer and clipboard. The employee also handles while manipulating kitchen and pool equipment.

**Operating Controls with Hands**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while driving a County vehicle to inspection sites within King County and operating equipment such as a computer mouse, test kit, flashlight, and presentation materials.

**Fingering**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 2 hours at a time for up to 6 hours total in a work shift while manipulating documents, equipment and test kits as well as and writing as well as using a calculator, computer mouse, pen/pencil and keyboard.

**Feeling**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 20 seconds at a time for up to 20 minutes total in a work shift while feeling the temperature of containers and fluids.

**Talking**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 1.5 hours at a time for up to 7 hours total in a work shift while conversing about duties and providing directions and instructions, as well as speaking with owners/managers/employees of businesses and conducting presentations. The employee also talks when providing customer service telephone lines and EH Division peers and other staff.

**Hearing**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 2 hours at a time for up to 7 hours total in a work shift while conversing about duties and providing directions and instructions, as well as speaking with owners/managers/employees of businesses and conducting presentations. The employee also uses hearing when providing customer service for the telephone lines.

**Seeing**

Health Care Provider initials if restricted\_\_\_\_\_

Continuously for up to 2 hours at a time for up to 7.5 hours total in a work shift while performing computer duties as well as reading labels, documents and map books as well as when conducting inspections and driving a County vehicle.

## ENVIRONMENTAL FACTORS

Work is performed in a wide variety of areas that can range from substandard working conditions and structures to an office environment. The claimant performs inspections of food, pool and school facilities. He/she investigates issues/complaints dealing with health and environmental hazards that may include substances used at restaurant, school and pool facilities such as corrosive chemicals, solvents, petroleum's and various chemicals. Substandard and/or improper working conditions may expose the worker to unsanitary or potentially harmful conditions that may include: traffic hazards, trip hazards, animal bites, threat to bodily harm and exposure to potentially harmful dusts, fumes, or mists. The noise level varies from quiet to loud depending on the location and duration of inspection.

### The noise level is

Approximately 40-90 decibels. The noise is caused by vehicles and inspection site equipment (such as food and pool facility equipment).

HCP Initials if Restricted

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### Work environment may include the following exposure(s):

Outside weather: Occasionally

Non-weather related temperatures below 55 degrees: Occasionally

Non-weather related temperatures above 75 degrees: Occasionally

Wet: Occasionally

Humidity/dampness: Occasionally

Fumes: Occasionally

Odors: Occasionally to Frequently

Dusts: Occasionally

Mists: Rare

Gases: Occasionally

Moving mechanical parts: Occasionally to Frequently

Vibration: Occasionally

Working in high, exposed places: Rare to Occasionally

Working with explosives: Occasionally

Toxic or caustic chemicals: Frequently

HCP Initials if Restricted


## POTENTIAL MODIFICATIONS TO JOB

Ergonomic workstation including an adjustable chair and appropriate height work surface to increase comfort while performing computer and office work.

A luggage cart can be used to reduce carrying.

Headset to promote proper posture when talking on the telephone.

Extension pole to reduce bending/stooping, squatting and kneeling when taking pool samples.

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## SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Kyle, Pletz, VRC, Vocational Consultant  
Printed name & title of VRC evaluator

\_\_\_\_\_  
Signature of VRC evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of contact

\_\_\_\_\_  
Signature of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of employee

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date



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### HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
- ☐ The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is:  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_
- ☐ The employee is released to perform the described job with the following modifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_
- ☐ The employee is not released to perform the described duties due to the following job functions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent effective \_\_\_\_\_
- ☐ The employee is unable to work in any capacity.  
A release to work is: ☐ anticipated by \_\_\_\_\_ ☐ Not expected

The limitations are due to the following objective medical findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date